

# ACCOUNTING ADMINISTRATOR II

## PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

### POSITIONS

Positions exist in Sacramento only.

### POSITION DESCRIPTION

Under general guidance of the manager of the Accounting Section in Fiscal Programs Division, Accounting Administrators II (AA II) administer accounting functions for multiple funds, for the Department's cash management operation, the division's audit management/resolution function, and oversee preparation of state and federal financial reports. Incumbents supervise professional or analytical and semiprofessional accounting staff directly or through subordinate supervisors. Incumbents may also represent the Department in contacts with the federal government, auditors, external agencies, banks, and private accounting firms.

### SALARY RANGE

\$5211 - \$6286 per month

### FINAL FILING DATE

January 31, 2005

### FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

#### MAILING ADDRESS:

Employment Development Department  
Human Resource Services Div, MIC 54  
Attention: AA II Exam  
P.O. Box 826880  
Sacramento, CA 94280-0001

#### FILE IN PERSON ADDRESS:

Employment Development Department  
Human Resource Services Division  
Attention: AA II Exam  
751 N Street, 6<sup>th</sup> Floor Solar Building  
Sacramento, CA 95814

**Note:** To gain access to the 6<sup>th</sup> Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.

#### ***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**Note:** All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.

**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

**COMPETITION  
LIMITED TO STATE  
EMPLOYEES**

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

**REASONABLE  
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements for this examination **by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**Either I*****Minimum  
Qualifications***

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

**Or II**

Experience: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)

**and**

Education: Either

1. Equivalent to graduation from college, with specialization in accounting;
- or**
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**SPECIAL PERSONAL  
CHARACTERISTICS**

Ability to qualify for a fidelity bond.

---

**EXAMINATION  
INFORMATION**

This examination consists of two exam components that together will be weighted 100%. In order to obtain a position on the eligible list, a minimum passing rating of 70% must be attained on each component of the examination.

- Structured Exercise -weighted 50%
- Oral Interview -weighted 50%

A Qualifications Appraisal Panel will assign each candidate a final score based upon performance in both of the testing components.

Structured Exercise

Candidates will be required to participate in a structured exercise in the form of computations and written work followed by a verbal presentation to the Qualifications Appraisal Panel.

Oral Interview

The Qualifications Appraisal Panel will interview each candidate with a set of pre-determined questions.

NOTE: Candidates who do not complete or who fail any one of the components will be disqualified from the examination.

---

**SCOPE****A. KNOWLEDGE OF:**

1. The accounting principles and procedures, including generally accepted accounting principles (GAAP), to enable informed oversight of all department accounting functions.
2. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, regulations and policies affecting departmental accounting work.
3. Principles and techniques of personnel management and supervision.
4. Planning, organizing, and directing the work of others.
5. The department's EEO program objectives and the manager's role in the program and the processes available to meet EEO objectives.

**B. ABILITY TO:**

1. Select the correct mathematical method/formula to solve accounting or other fiscal problems.
2. Perform mathematical calculations quickly and accurately to review the staff's work and solve accounting problems.
3. Develop policy and procedures for quarterly and year-end financial reporting, cash management and audit resolution.
4. Apply accounting principles and procedures accurately in the oversight of staff working in accounting functions.
5. Fulfill supervisory responsibilities under the State Employer/Employee Relations Act (Ralph C. Dills Act).
6. Establish and maintain on-going cooperative relations with those contacted in the course of work (federal and state control agencies, staff, and management).

7. Read and comprehend work related documents.
8. Speak and write clearly and effectively to communicate and discuss business issues, instructions or information with staff, management and customers.
9. Recognize issues and problems in a timely manner, analyze data effectively, and problem-solve to develop and evaluate options, make sound conclusions and recommendations, and implement solutions to complex fiscal and accounting problems.

**C. SKILL TO:**

1. Actively listen and learn the implications of new information for current and future problem solving in workload or personnel issues.
2. Direct and/or work with staff and peers to analyze situations, recommend an effective course of action to management, and implement solutions for workload or personnel issues.

**INQUIRIES ABOUT  
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 5 of this bulletin for additional examination information. All inquiries about this examination should be directed to Brian Nakamura at (916) 651-9399.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**IF A CANDIDATE'S NOTICE** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*